

CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS

Honoring California's Veterans

Classification: Senior Accounting Officer Specialist (Salary: \$4400-\$5348)
Permanent, Full Time

Location: Department of Veterans Affairs
Veterans Homes Accounting - Headquarters
1227 O Street
Sacramento, CA 95814

Who Should Apply: Current State employees within this classification or those who are eligible on a certification list, transfers, or reinstatement are encouraged to apply. SROA PROVISIONS APPLY. Eligible honorably discharged veterans are encouraged to apply provided the above criteria are met. For those individuals who do not meet the above criteria, you may qualify to take or apply for a civil service examination based on minimum qualifications for the classification. To view all civil service examinations offered by the State of California or the CA Department of Veterans Affairs, please visit our website at www.cdva.ca.gov. You may also view other examinations offered by the State Personnel Board at www.spb.ca.gov.

The benefits of working for Veterans Affairs includes low-cost parking on site, easy light rail access, an on site exercise facility and knowing that you support the Agency's mission of "Promoting and delivering the benefits provided by the grateful State of California to its deserving veterans and their families".

Duties and Responsibilities:

Under the general direction from the Accounting Administrator I, the incumbent will perform professional accounting duties in the establishment and maintenance of accounts and financial records for funds administered by the department; prepares, reviews and analyzes financial reports, statements, accounts and records for the agency. Incumbent may exercise moderate control in the administration of established policies and procedures and may have on-going contact with program managers, control agencies, local government jurisdictions, vendors and members of the public.

- Incumbent will act as a Lead over the Accounts Payable staff, train AP staff on payable transactions and functions. Review, analyze and prepare all invoices pertaining to contracts for GLAVC home, including all Outside Medial invoices. Audit invoices for accuracy, completeness and conformity to SAM, Board of Control rules, government code. Analyzes all related expenditure and encumbrance information; review document file for correct balances; corresponds with vendors and assignees regarding questions or problems with paying invoices; communicates with program staff and the State Controller's Office for pertinent information and problem resolution. Compiles invoices into claim schedules in accordance with State Controller's Office requirements. Verifies vendor information on CALSTARS. Prepares input documents for CALSTARS and enters into system. Prepares portions of accounts payable accruals at fiscal year-end.
- Prepare accounting entries for CALSTARS; identify and research erroneous accounting entries and take the necessary corrective action. Enter accounting data and batches in CALSTARS, ensuring the proper usage of transaction codes and the coding documents.
- Approve revolving check requests for payment to vendors and ensure requests are prepared correctly. Verify accuracy of revolving fund check written to request and give to AP staff to release.
- Audit and review all completed claim schedules for all homes for accuracy and ensure that they are in accordance with the State Controller's Office rules and regulations. Review for problem invoices and make decision regarding their resolution.
- Review End of Month PO1 and PO2 Reportable Payment reports and make any necessary changes to the vendors' tax report history to ensure correct 1099 filings. Any incorrect 1099's will require a corrected Form 1096 and Form 1099 to be filed with Internal Revenue Service.

How to Apply:

Candidates should submit a State Application (STD. 678) and résumé to:

Department of Veterans Affairs
Human Resources Division
1227 "O" Street, Room 404
Sacramento, CA 95814

Inquiries:

Voice: (916) 653-2535

TDD: (916) 653-1966

Attn: Vicki Jacquie Ruiz Ref: M80#052G 08/09

Note: In line #12 of the State Application, you must clearly indicate the basis of your eligibility; i.e., List, Transfer, SROA, Surplus, Reemployment or Reinstatement and include M80 # 052G 08/09. Failure to do so could result in being rejected from the interview process.

Final Filing Date: October 29, 2008

AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS. PER MILITARY AND VETERANS CODE, SECTION 80, WHENEVER POSSIBLE, PREFERENCE SHALL BE GIVEN TO VETERANS FOR EMPLOYMENT IN THE DEPARTMENT OF VETERANS AFFAIRS. APPLICATIONS WILL BE SCREENED AND ONLY THE MOST QUALIFIED WILL BE INTERVIEWED. PSNO576-052-44567-001 RELEASED: 10.15.08